



COVID19: Re-opening Risk Assessment and Action Plan: St Johns School, Northwood

OWNER: Sean Robinson, Headmaster.

DATE: 1st September 2020

Introduction

This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling risks. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published. It must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed. A regular update to this document will be supplied via ISBA's COVID-19 bulletin. Changes will be highlighted and dated.

Rationale

The logic behind these actions is the ongoing 'duty of care' the school has for their whole community: governors, staff, parents and pupils. A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and pupil relationship", and "the employer and employee relationship". With COVID-19 schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?".

For COVID-19 there are three important factors to take into account:

- a. State of knowledge - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. Seriousness of likely injury – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.
- c. Cost and difficulty of taking precautionary measures - closing schools has had considerable costs and difficulties.



The School – State of Operation

For the purposes of this Risk Assessment the School will be open with all staff and pupils attending from Wednesday 9th September, 2020.

Purpose of this document

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the Autumn Term 2020 and ensuring that the School continues to operate in a safe way. Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy (OHSMS)
- First Aid Policy
- Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'





Preparation

This Risk Assessment was reviewed by the Board of Governors on **Friday 4th September** and agreement given to proceed with St John's School, Northwood operating in line with Government guidance on Monday 7th September for all pupils and staff. This document has been shared with staff and will be available on the School website. It will be reviewed by the Headmaster and Senior Leadership Team (SLT) and updated weekly as appropriate with updates to the Chairman of Governors.

Contents

1. Preparing buildings and facilities
2. Cleaning and waste disposal
3. Classrooms
4. Staffing
5. Group sizes
6. Social distancing
7. Catering
8. Personal Protective Equipment (PPE)
9. Response to suspected / confirmed case of COVID19 in school
10. Pupil reorientation back into school after a period of closure / being at home
11. Safeguarding
12. Curriculum / learning environment
13. Communication
14. Governance



Key for risk level: H=High, M=Moderate, L= Low

1. Preparing buildings and facilities					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Premises and utilities have been health and safety checked and the building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Site Manager is unavailable	H	Maintenance Manager has ensured all statutory examinations and servicing is current. Fire alarms tested and recorded weekly.	01/09/20	L
	Site has been closed for prolonged period over summer break	M	Grounds and Gardens teams have maintained the site to a satisfactory standard.	01/09/20	L
		M	IT department ensured internet services are functioning correctly.	01/09/20	L
		M	Water treatment contractor and inhouse Maintenance Manager has confirmed all systems are in a safe condition and certified the water system is safe before buildings are reoccupied.	01/09/20	L
	Food remains in the freezer / fridge	M	No food has remained in fridges. Checks to be taken on freezers on return.	01/09/20	NIL
School Office space to allow staff to work safely.	Office does not allow for adequate space between staff members	M	Protective screens provided for both members of staff; reduced traffic through the office.	01/09/20	L
Entry and exit routes to the School are in place, any physical changes and/or signage required to allow social distancing where possible are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	Staggered movement of staff and pupils around site. Pupils arrive and leave at staggered times. Parents advised that only one should drop off/collect and to leave the school site promptly.	01/09/20	L



Consideration given to the arrangements for any deliveries.	Contamination from packages / persons	L/M	Physical distancing at delivery. Disposable gloves worn to handle item/s hands washed for 20 seconds when gloves removed. Deliveries via Maintenance Manager and team who have been trained and equipped appropriately. Staff are encouraged not to have personal deliveries to school.	Ongoing	L
---	---------------------------------------	-----	---	---------	---

2. Cleaning and waste disposal:

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance.	Risk of infection	H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, toilet facilities, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected at least three times a day and recorded. Additional day time cleaning resource provided from both existing staff and additional external support. Handwash facilities are checked and restocked as needed by the cleaning team throughout the day. Staff and children use paper towels to dry hands properly and use towels to turn off taps. Full review of requirements undertaken with the cleaning supervisor and appropriate work schedule agreed to minimise contact. Deep clean undertaken over the summer break. Cleaning will take place between bubbles of children using shared spaces.	01/09/20	M
Capacity of cleaning staff is adequate to enable an enhanced cleaning regime.	Insufficient trained cleaning staff	M	Reduced cleaning resource reviewed and deemed manageable.	01/09/20	L
Adequate cleaning supplies and facilities are in place around the School. Arrangements for longer-term continual supplies are also in place.	No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap.	M	Additional portable hand sanitiser available at each entrance. Additional hand sanitizer units also remain in situ. Lidded bins in classrooms which are emptied throughout the day. Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. Stock is monitored and ordered as required by Maintenance Manager to maintain satisfactory stock levels.	01/09/20	L



Sufficient time is available for the enhanced cleaning regime to take place.	Areas reused after cleaning, possible contamination residue	M	Cleaning schedules have been modified and more staff allocated to prioritise cleaning. Additional resources provided to support additional classroom requirements.	01/09/20	L
Waste disposal process in place for potentially contaminated waste.	Failure to seal possible contaminated waste.	M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). PPE used to handle waste.	01/09/20	L
Body fluids / solids	Contamination issue / biohazard	M	Spills kits available on site. PPE is used and discarded after use. Hands washed and disinfected after clearing spillages. Waste is 'controlled waste'.	01/09/20	M

3. Classrooms

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Classrooms have been re/arranged to allow as much space between individuals as practical.	Insufficient space for activities. Face to face contact less than 1m / preferable 2m	M	Desks arranged to maximise social distancing. Desks facing the same direction to reduce face to face contact where possible.	01/09/20	L
Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected	Inappropriate sized equipment for smaller children. Contamination via shared equipment / materials	L	Equipment and materials are appropriate for each group. Teachers remind children that any items brought in from home are not shared.	01/09/20	L



Resources which are not easily washable or wipeable have been removed.	Soft toys, cushions, and bean bags are not easily washable.	M	Equipment and materials are cleaned and disinfected before / after use. Each bubble is issued with its own equipment and materials where necessary. Guidance on cleaning materials sought from AFC. Most soft furnishings removed	01/09/20	L
Information posters are displayed at the main entrance and around the school.	No COVID19 information posters in place. Limited reminders, awareness for children.	L	Relevant information is displayed.	01/09/20	L

4. Staffing

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Approach to staff absence reporting and recording in place. All staff aware. Cover arrangements determined.	Absences not known. Insufficient staff available.	M	Cover arrangements in place.	ongoing	L
Consideration given for redeployment of staff to support the effective working of the School. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	TA's may be required to lead some groups as not enough teachers on site to cover numbers.	M	All staff are aware and will be updated as required by the Headmaster.	ongoing	L



Approach to support wellbeing, mental health and resilience in place, including bereavement support. How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Mental health issues / isolation Failure to communicate available systems	M	Staff are aware of available support and advice from the school counsellor. Well-being questionnaire sent to all staff and responses acted on by SLT.	ongoing	L
Arrangements for accessing testing availability, if and when necessary, are in place. Staff are clear on guidance.	Communications failure/unclear instructions/information	M	Staff have been made aware of the Government system for testing and working guidance.	01/09/20	L
Return to school procedures are clear for all staff.	Unclear instructions leading to confusion and teaching / learning failures	M	Full clear instructions provided by SLT.	01/09/20	L
Arrangements in place for any contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Contractors not controlled accessing site – contamination and H&S issues	H	Control of the contractor system has been reviewed and implemented. Contractors provide full information prior to attending the site.	ongoing	L
Arrangements in place for any visitors on site, protocols and expectations shared.	Visitors not controlled accessing site – contamination and H&S issues	H	Limit the number of visitors as much as possible. Visitors remain 2 metres away from all staff and pupils. Provide full information prior to attending the site.	ongoing	L



5. Group sizes					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Year groups will form a bubble. These will remain separate from other groups	Shortage of teaching staff increases group size – contamination issue	M	At September opening there is sufficient teaching capacity and space. Ongoing monitoring in place by SLT . Lunchtime and after school activities will be run as year groups. This includes Pre-Prep Late Room and ASC as applicable.	01/09/20	L
Staffing allocations to groups determined for break times and lunch, including consistency and any solutions to insufficient staffing numbers.	Shortage of teaching staff increases group size – contamination issue		At September opening there is sufficient teaching capacity and space. Ongoing monitoring in place by SLT	01/09/20	L

6. Social Distancing					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Arrangements for social distancing in place and shared with parents and staff:	Lack of communication causing confusion. Lack of confidence in the school's system to protect children	M	<ul style="list-style-type: none"> Staggered school drop off/pick up times and locations Parents stay in cars until children arrive in car park Staggered or limited amounts of moving around the school Classroom design 	01/09/2020	L



			<ul style="list-style-type: none"> Break and lunch times are group specific 		
Information shared with parents regarding pupils travelling to and from school		H	Parents informed not to car share, for one parent only to drop and collect. Minibus from St Helen's will run with enhanced cleaning in place.	01/09/20	L
Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Contamination issue		On arrival, students move straight to their classroom and sit at an allocated table and wait for the rest of class to arrive/class to begin. All children should sanitise on arrival, after break and lunch break.	01/09/20 Ongoing	L
Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Contamination issue		Handwashing and cleaning / sanitising. Conversations with parents; individualised approach from teachers to assist students.	01/09/20 Ongoing	M
Social distancing plans communicated with parents	Poor/lack of communication		Parents / guardians advised in advance by letter. Parents will be reminded daily if breaches occur.	15/7/20 & 01/09/20	L
Arrangements in place for the use of the outdoor spaces including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.	Contamination issue. Difficult to control young children. Disinfection procedures insufficient	H	Year groups supervised by the teacher or TA. Outside space used for distance. Good disinfection controls in place.	01/09/20 Ongoing	M



7. Catering					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Arrangements in place to provide food to pupils and staff on site.	School kitchen will operate phased and restricted lunches	M	Catering department will provide phased and restricted lunches. Packed lunch will be provided by parents on a rota basis as communicated in the start of term letter to parents.	01/09/20	NIL
Arrangements for when and here here each group will take lunch and snack are in place so that children do not mix with children from other groups.	Staggered system fails – groups mixing – contamination issue	M	Packed lunches eaten outside where possible and boys have breaktime and snacks in Year Groups. Where possible Year groups will be kept apart in the dining room and cleaning will take place between sittings. All children and staff will hand sanitise prior to entering the dining area.	01/09/20 Ongoing	L

8. Personal Protective Equipment (PPE)					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Insufficient / incorrect PPE contamination issue. Distress / pressure on staff. Reduced confidence in the workplace.	M	Maintenance Manager organises the sourcing and supply of PPE. Staff are informed in the correct use of PPE. Full PPE is kept in both First Aid rooms and the school office. Face masks are in all First Aid bags. Face shields are available should staff request them.	Ongoing 01/09/20	L



9. Response to suspected/ confirmed case of COVID19 in school					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Which staff members should be informed/ take action?		M	SLT	01/09/20	M
Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated	More than one child	M	Dedicated room to keep available - White House First Aid Room; Pre Prep First Aid Room available as back up	01/09/20	M
Cleaning procedure in place	Approach to relocating pupils away from certain parts of the school to clean, if possible	M	Cleaning / disinfection procedure is in place	01/09/20	
Arrangements for managing and communicating suspected symptoms in place a) Pupil/ staff member developing COVID symptoms during School day b) Pupil/staff developing COVID symptoms at home	COVID case management	M	a)-d) We will continue to remind all staff (Inc. contractors staff, e.g. cleaners) that if they start feeling unwell with symptoms of Covid-19 during the school day, they must make arrangements to go home as soon as possible and arrange to have a Coronavirus test asap. This will enable staff to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their colleagues and pupils. - We will continue to remind all pupils that if they start feeling unwell with symptoms of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home - Staff have	01/09/20	H



<p>after returning to School</p> <p>c) Pupil and / or member of staff tests positive for COVID</p> <p>d) Pupil and / or member of staff tests negative</p>			<p>been asked to be alert for signs of pupils developing symptoms of Covid-19 - commonly a temperature (looking visibly hot for no obvious reason), feverish or developing a persistent cough. We will continue to remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), pupils, parents and carers that if they have had a positive Covid test in the last 10 days they must not come to school, and they must follow the governments 'Stay at home guidance for household with possible coronavirus infection'. Any pupil or member of staff who falls ill with Covid-19 symptoms should arrange to be tested asap. This will enable pupils to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their classmates and school staff. The school has ten COVID-19 home test kits which are in the White House First Aid room.</p>		
<p>e) Response to track and trace notification</p>			<p>e) If anyone (member of staff, pupil) is notified that they have been in contact with a case via Government approved app (once available), NHS email, text or phone call they must follow advice regarding isolation / testing and must not come into school. We will continue to remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), pupils, parents and carers that if they, or anyone in their household, or any close contacts are feeling unwell / exhibiting symptoms of Covid-19, however mild (typically a new continuous cough, fever or a loss of or change to normal sense of smell or taste), they must not come to school, and they must follow the governments 'Stay at home guidance for household with possible coronavirus infection' or 'Guidance for contacts of people with confirmed coronavirus infection who do not live with that person' and they must apply for a Covid-19</p>	01/09/20	H



			<p>test. Tests can be booked online through the NHS Testing and Tracing for Coronavirus website www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Staff and pupils must let the school know the results of the test.</p> <p>IAPS guidance: if someone has symptoms and goes for a test no-one needs to be sent home at that time other than the person with symptoms. If the test is positive then Public Health England will be informed and advice taken. They will work with the school to determine who needs to self-isolate, taking account of close contact they have had etc.</p>		
--	--	--	---	--	--

10. Pupil reorientation back into school after a period of being at home					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Approach and expectations around school uniform determined and communicated with parents.	Unclear communication	L	Parents have been informed of the revised uniform requirements	July 2020	L
Changes to the school day/timetables shared with parents.	Disruption due to poor communications Parents unhappy with modified timetables	M	Parents / guardians have been consulted and advised in advance of any changes to the timetables by SLT	July 2020	M



All students are instructed to bring a water bottle each day. Water fountains not in use.	Pupils do not bring bottle of water / dehydration	H	Taps to be used to refill bottles	18/05/20 July 2020	M
Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.	Poor / unclear communications Unease / anxiety for the pupils.	M	Lesson plans reviewed and pupils monitored to identify learning levels have been maintained. Social distancing enforced.	July 2020	L
Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups 		L	Bursar has responsibility for parents contact	ongoing	L

11. Safeguarding

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff not briefed / prepared for the additional wellbeing support required	M	Safeguarding policy updated and available for all staff and parents to see. Separate well-being questionnaires sent to all parents across the school and children in Years 3-8.	01/09/20	M



Staff well-being	wellbeing support required	M	Well-being questionnaire sent to all staff	Ongoing	M
Work with other agencies has been undertaken to support vulnerable pupils and families.		M	DSL responsible as required	ongoing	M
Consideration given to the safe use of physical contact in context of managing behaviour.	Plans not prepared / communicated	M	Behaviour policy followed and social distancing adhered to wherever possible	ongoing	L



12. Curriculum / learning environment					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Current learning plans, revised expectations and required adjustments have been considered.	Parents expectations not met	L	Reviewed by Deputy Head (Academic) and HoD as required	ongoing	L
Consideration has been given to what activity is more difficult/ not possible to be undertaken. Each activity should be risk assessed and should not be run unless the risks can be mitigated	Departmental risk assessments will be devised and communicated with all staff and parents for these departments regarding covid19	M	All lessons take place in form rooms with the exception of P.E., Games and DT. Where possible Science, Music and Art will take place in form rooms but where necessary Years 7-8 can move to specialist areas.	01/09/20	L

13. Communication					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Information shared with staff around autumn term planning	Unclear plans / poorly communicated		Clearly defined plans devised by SLT communicated to	01/09/20	
Plans shared with Governors.		M	Governors are informed of and agree plans and procedures. Reviews and updates are communicated and agreed with the governors.	02/09/20	L
Communications with parents: • Plan for autumn term		M	Clear and concise plans are shared with parents / guardians. Social distancing plans have been devised and will be continuously reviewed.	July 2020 ongoing	L



Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Travelling to and from school arrival procedure 	Lack of clarity / potential for contamination	M	Letter to parents with full details	01/09/20	L
On-going regular communication plans determined to ensure parents are kept well-informed		M	Letters	01/09/20 ongoing	L

14. Governance					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Meetings and decisions that need to be taken prioritised.	Governance reduced	L	Virtual governing body meetings	ongoing	L
Governors are clear on their role in the planning of the School, including support to leaders. Approach to communication between leaders and governors is clear and understood.	Lack of clarity provides for uncertainty	M	Virtual meetings as required	in place	L



Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all Governors and there is a plan for when these will be reviewed and potentially reinstated.	Governance reduced	L	<p>Governance structure continues to be delivered apart from School visits /events</p> <p>This Risk Assessment document will be reviewed regularly by the Headmaster and SLT and Chairman of Governors updated as required.</p>	in place ongoing	L
--	--------------------	---	---	------------------	---